

April 2002



THE LATEST NEWS IN THE WORLD OF CM/ECF

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What's New?

Judge Paul W. Bonapfel was sworn in as a United States Bankruptcy Judge on April 10, 2002. Judge Bonapfel will handle cases in the Atlanta Division and in the Rome Division, along with Judge Mullins. Judge Bonapfel also joins Judges Massey and Mullins with his open calendar available online. 🍷

The State Bar of Georgia has approved CM/ECF 101 and CM/ECF 201 for Continuing Legal Education credit. Classes will be scheduled for May. Proper notices will be placed in all four divisions.

New CM/ECF Participants

- ♦ H. Brooks Cotten, Jr.
- ♦ Christopher M. Hall
- ♦ Douglas Middleton
- ♦ Joe Pitts
- ♦ Rob Rickman

Pleadings Requiring Fees...

There were 2081 ECF pleadings requiring fees, filed by 55 law firms, processed for the Atlanta division in March.

STATISTICS THE NORTHERN DISTRICT OF GEORGIA March 2002

Division	Total Cases Filed	Total ECF	Percentage
Atlanta	2676	1354	50.6%
Gainesville	323	153	47.4%
Newnan	408	186	45.5%
Rome	487	277	56.9%
Totals	3894	1970	50.6%

Docketing News

The Clerk's Office recently added the ability for external users to add a creditor for the purpose of filing a proof of claim. Section 9 of the CM/ECF User Guide - Attorney Edition provides complete information on filing a proof of claim. Specific information related to adding a creditor can be found on pages 9.3 - 9.5.

Additionally, this ability to add creditors extends to the filing of amended schedules. Debtor's attorneys can simply follow pages 8.10 through 8.12 of the Attorney User Guide for instructions on this function.

Finally, you now have the ability to file amended plans and schedules as one document. The Plan event has been added to the miscellaneous category. Therefore, using the CTRL key and selecting both the plan and schedules will allow the user to file these as one document. Also, the response event has been added to the motion category and will similarly allow the user to file a response to a previously filed motion and a new motion as one document. 🍷

Re: Entering the installment amount

The case upload feature does not allow attorneys to change the money amount. However, if you are opening an incomplete case, the screen that prompts you for the receipt no. (always enter 0) does allow you to change the money amount to indicate the initial amount you want to pay. This amount should also match the amount that is on the Application to Pay in Installments.

Question: Can pleadings be filed via ECF for cases that were not originally filed electronically?

Answer: Yes. All pleadings are now filed electronically (by court staff and ECF attorneys) regardless of whether the case was filed via ECF or otherwise.

Submit questions for our newsletter, and we will post the Q & A in our next issue! Send to sheila_meador@ganb.uscourts.gov with "ECF Question" in the subject line. THANKS!

If any assistance is needed, please contact the Operations Help Desk at (404) 215-1000 - press 4 and then press 1.



ONLINE NEWSLETTER

This newsletter and previous issues are available for online viewing at http://www.ganb.uscourts.gov/ECFDOCS/latest_news_in_the_world_of_ecf.htm

FEEDBACK

We value your participation and opinion!

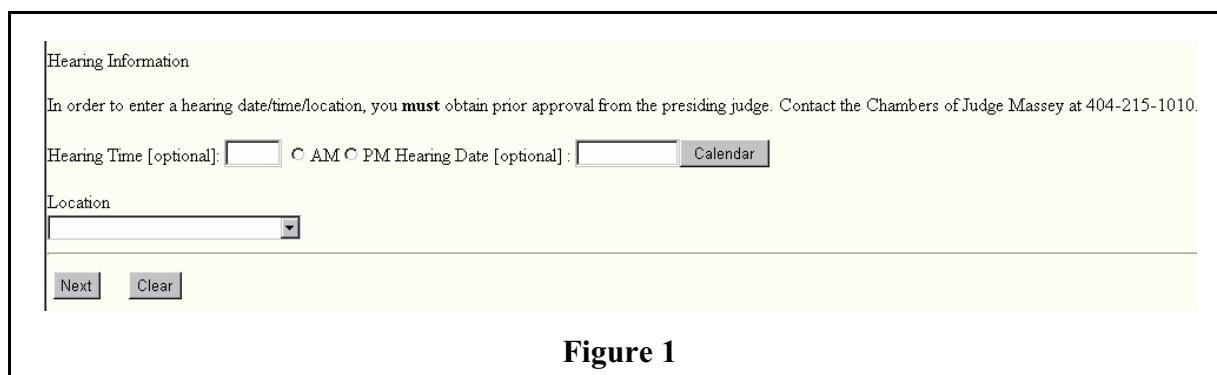
irene_wiggins@ganb.uscourts.gov

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Procedures for Properly Setting Hearing Dates

In some docket events you will see the **Hearing Information Routine (Figure 1)** - Used to supply the time, date and place of a hearing -- if the judge to whom the case is assigned authorizes attorneys to set hearings when filing a document. If Authorized by the Judge, Complete All Three Fields - Time, Date and Location.



The screenshot shows a web form titled "Hearing Information". Below the title is a paragraph of text: "In order to enter a hearing date/time/location, you **must** obtain prior approval from the presiding judge. Contact the Chambers of Judge Massey at 404-215-1010." Below this text are three input fields: "Hearing Time [optional]:" followed by a text box, a radio button labeled "C", and "AM C PM"; "Hearing Date [optional]:" followed by a text box and a "Calendar" button; and "Location" followed by a dropdown menu. At the bottom of the form are two buttons: "Next" and "Clear".

Figure 1

* * *

Schedule Hearing For Related Document Routine (Figure 2) - Users will encounter this routine only when filing a notice of hearing that sets or reschedules a hearing date, time and place. The notice of hearing Event may be used only if the judge permits a user to set a hearing date or to reschedule a hearing already set. Preceding the **Schedule** routine will be four critical routines that must be properly completed in order to properly set the hearing that is the subject of the notice of hearing being filed. First, the user must check the box in the **Related Document** routine to indicate that the document being filed (a notice of hearing) relates to a previously filed document (one or more motions). Second, the user must set the new hearing date, time and place using the **Hearing Information** routine. Third, the user must complete the **Category Selection** routine and select the Category of motion in order to generate a list of pending motions. Fourth and finally, the user must complete the **Select the Applicable Document** routine by clicking on the box to the left of each pending motion to which the notice of hearing relates, that is, for which a hearing date, time and place are to be set or reset. Once these routines have been completed, the user will then encounter the **Schedule** routine shown below. Review the hearing information at the top of the screen to be sure it is correct. Uncheck the First Box Adjacent to the Words "Create Schedule Record for Current Docket Entry" and Check the Box Adjacent to Each Motion for Which a Hearing Is Being Scheduled. Then click Next and continue.

File a Notice:
[00-85000 George Smiley](#)

The following schedule records will be associated with the docket entries specified below.

Type	hrg
Date	4/30/2001
Time	09:30
Location	Courtroom 1201, Atlanta
Prompt	

Select from the following docket entries those which the above schedule records should be associated with.

☒ Create Schedule record for current docket entry.

☐ Motion for Relief from Stay Receipt Number 0, Fee Collected \$ 75, Motion for Adequate Protection filed by Felix Smith on behalf of Prince Charming Used Cars, Inc.. Hearing to be held on 4/11/2001 at 09:30 AM at Courtroom 1201, Atlanta, (Smith, Felix).

Figure 2

REASSIGNMENT OF JUDGES TO CERTAIN CASES

The Clerk's Office is in the process of reassigning the judges in the following groups of cases. We expect that the reassignments will be complete by the close of business of Monday, April 15, 2002. Judge Massey's cases under Chapters 7 and 11 in the Atlanta Division are NOT being reassigned. Where a main case is reassigned, all pending adversary proceedings associated with that main case will be reassigned to the same judge.

Judge Assignment Prior to 4/12/02	Division	All Cases Under Chapter	Newly Assigned Judge
Kahn	Atlanta	7	Bonapfel
Kahn	Atlanta	13	Massey
A998	Atlanta	7	Massey
A998	Atlanta	13	Massey
Massey	Atlanta	13	Bonapfel
Massey	Rome	All	Bonapfel

Hearings set in cases prior to the reassignments of judges will be conducted in the courtroom of the newly assigned judge on the dates and at the times previously noticed. Public notices to that effect will be posted on bulletin boards outside the courtrooms on the dates of the various hearings.

About ECF Filing Fees...

Please let Lynn Saunders, Financial Administrator, know if there are any changes with your credit card holder (i.e. card expired, new account number, etc.). Please call 404-215-1132 and notify the Financial Administrator of your new credit card expiration date.

A new Credit Card Authorization form must be submitted on all new credit card accounts. This form is provided for your convenience online. Click this link to access this form.

<http://www.ganb.uscourts.gov/misc/cardauth.pdf>